



## Council on Technology Services

### Mobile Workforce Workgroup Final Minutes

June 28, 2006

9:00 a.m. – 11:00 a.m.

Virginia Retirement System Headquarters  
1200 E. Main St., Richmond, VA 23219

#### Members Present

Farley Beaton, Chairman (VRS)  
Jerry Allgeier (VDACS)  
Bethann Canada (DOE)

Linda Foster (TAX)  
Bob Smith (Courts)

#### Members Absent

Jeanne Branch (DPOR)  
Darlene Quackenbush (JMU)

Mark Willis (VCU)

#### Others Present

Mike Hammel, Staff (VITA)  
Christopher Doss (Alliance Group Ltd.)

Fred Norman (CVC, LLC)

#### Call to Order

Chairman Farley Beaton called the meeting of the COTS Mobile Workforce Workgroup to order at 9:05 a.m.

#### Approval of the Minutes

As this was the first meeting of the workgroup, there were no minutes to approve.

#### Welcome

Mr. Beaton welcomed the members to the workgroup and thanked them for their willingness to serve in this important activity. Introductions were made around the table. Chairman Beaton introduced Mike Hammel from VITA who will be providing staff support to the workgroup.

#### Refresher on Purpose of Workgroup

Mr. Beaton provided the members with a brief history and summary of benefits of teleworking. He noted that teleworking is not new but what seemed to be lacking is a repository of easily accessible and relevant information. As someone stated at a recent seminar he attended "What we need are the *Cliff Notes* on teleworking." In other words, the technical rules, business rules and metrics for measuring performance of the program.

## Review of Current Telework Initiatives

Mike Hammel reviewed the various telework activities he is currently involved with (in addition to this workgroup):

1. Joint Commission on Technology and Science – Telecommute and Telework Advisory Committee – Mike is a member of this committee. The first meeting has not yet been scheduled.
2. Informal inter-agency workgroup composed of employees from the Department of Rail and Public Transportation (DRPT), the Department of Human Resource Management (DHRM), and the Virginia Information Technologies Agency (VITA). Mike is a member of this group that strategizes and provides input to DHRM, DRPT and VITA telework initiatives.
3. VITA Pandemic Flu Preparedness Committee. Mike is a member of this committee within VITA. Telework is expected to play a crucial role in any COOP plan pertaining to a potential Avian Flu Pandemic.
4. VITA Telework Strategy and Advisory Committee. This is a new committee that is just forming. Mike is the interim chair.
5. Working with IBM to produce a presentation for Sara Wilson, Director of DHRM. IBM is donating their time and effort to create a telework presentation that can be used as needed to promote telework across state and local government.

## Workgroup Collaborative Website

Mike Hammel advised the committee that he will create a Microsoft SharePoint collaborative website to be used by the committee. Initially it will be a secure website with access limited to committee members. Mr. Beaton asked if this could become a public repository in the future. Mike stated that was probably not possible but that the information could possibly be moved to a separate, publicly accessible site.

## Develop Draft Workgroup Charter

Mr. Beaton handed out a Workgroup Charter template. He reminded the members that COTS had determined that all COTS Workgroups should have three things:

1. Make sure the workgroup is properly staffed with support sufficient for its task,
2. Keep the duration short and reasonable, and
3. Have well defined deliverables.

Discussion ensued about what the charter should contain.

Mission – the mission should include goals pertaining to producing technical rules, business rules and performance metrics for measuring a telework program.

Objectives - Some objectives discussed included:

- o Develop an understanding what is the state of the practice of teleworking
- o What resources are available (websites, videos, books, existing policies, etc.)
- o Templates for the items discussed in the mission
- o Recommended future COTS or Legislative actions
- o Funding Strategies
- o Present findings to COTS

Mr. Beaton stated that he would prepare a draft “straw-man” charter and distribute before the next meeting.

## **Plan Future Meeting Dates**

The members discussed the meeting schedule for the workgroup. It was agreed that, initially, the workgroup would meet bi-weekly at the VRS headquarter building, 1200 E. Mainstreet, at 9:00 AM beginning July 26<sup>th</sup>. Subsequent meetings would be held or cancelled as needed.

## **New Business & Public Comment**

Mr. Beaton asked if any Workgroup members had new business to bring to the Council. There was none.

Mr. Beaton asked for public comment. There was none.

## **Adjournment**

There being no further business, Mr. Beaton adjourned the meeting at 10:30 AM.